Process	*Run Preliminary or Final Federal Bill*
Process Number	*PC - 009*

Description of Process

The Department of Transportation (DOT) bills the Federal Highway Administration (FHWA) for reimbursement of eligible expenses paid out by the DOT on behalf of FHWA for planning, preliminary engineering, rights-of-way, and construction of transportation related expenses. This process defines the method of requesting a preliminary or final federal billing for submission to FHWA.

Input to Process

The amounts paid out and eligible for reimbursement are determined from transactions flowing from the various PeopleSoft modules (AP, PO, GL) into the Project Costing module. The bill type will be either F for final bill or P for preliminary bill. The Bill Pay Date is the date for which payment from FHWA is expected. The Transactions as of Date is the date through which expenses are picked up for billing. The billing week runs from Saturday through Friday. The Project Status Date is the date that the bill process used to determine whether or not a Project/FHWA code combination is billable for that week.

Output of Process

The result of this process is either a preliminary billing that is checked for accuracy and completeness or a final billing ready for submission to FHWA for reimbursement.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go	**Go – Manage Projects – Custom Interfaces/Reports. This navigates to the menu group used to request a preliminary or final federal bill.**
Use	**Process – Federal Bill (DOT) – Update/Display. This is the entry panel used to request a preliminary or final federal bill.**

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Open the Federal Bill (DOT) panel **Enter the Run Control ID.**	**Agency**
Step 2: Run the Federal Bill Run Control **Enter the Bill Type (F for final or P for preliminary).** **Enter the Bill Pay Date (date scheduled to receive payment).** **Enter the Transactions as of Date.** **Enter the Project Status Date.** **Use the Run ![traffic light icon] button to open the process scheduler request.**	**Agency**
Step 3: Run the Process Scheduler Request **Use the following information to run the interface request:** • **Run Location – Client.** • **Output Destination – File.** • **The Federal Bill Interface description should be highlighted.**	**Agency**

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

N/A

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Jamie Simpson	DOAS Project Lead			04/02/99
Dan Youngblood	THG Project Lead			04/02/99